

7 December 1962

MEMORANDUM FOR: All Personnel, Document Division

SUBJECT : Christmas Box for Needy Families  
Christmas Cards  
Christmas Party

The Agency has arranged with the Salvation Army to pick up Christmas boxes for needy families by Tuesday, December 18.

The Document Division has placed a decorated Christmas box in the main aisle (in front of the new screening operation) for your convenience. These are the items which are needed:

Canned or packaged goods

Toys, new or almost new

Clothes (adult or children) in good condition.

Cash (place in an envelope and give to ).

25X1

The Bulletin Board next to the 914 Xerox machine may be used for Christmas cards to the Division or Branch as a whole signed only with your first name and initial of last name. The money you save in this manner could be used as a contribution to the Salvation Army.

A Committee has been appointed to plan a Division Christmas Party for Friday afternoon, December 21, 2 p.m. The following representatives -

will collect 50¢ per person from those attending.

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Chief, Document Division

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